

1 May 1998

Information Management: Records Management
OFFICE SYMBOLS

Summary. This pamphlet provides official office symbols for HQ TRADOC staff, TRADOC installations, service schools, activities, and miscellaneous units. Office symbols have been standardized to facilitate office automation.

Applicability. This pamphlet applies to HQ TRADOC and all agencies that prepare correspondence to or from HQ TRADOC.

Suggested improvements. The proponent of this pamphlet is the Deputy Chief of Staff for Information

Management (DCSIM). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATIM-I, 102 McNair Drive, Fort Monroe, VA 23651-1047. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal). Electronic mail address: atimi@monroe.army.mil.

Availability. This publication is only available on the TRADOC Homepage at <http://www-TRADOC.army.mil/>.

Contents

| Paragraph | Page | Paragraph | Page |
|--------------------------|------|--|------|
| Purpose | 1 | Appendix | |
| Reference | 1 | A. HQ TRADOC | 2 |
| Office symbols | 1 | B. TRADOC installations and activities | 5 |
| General guidelines | 1 | | |

- 1. Purpose.** The DCSIM is responsible for assigning office symbols to staff elements of HQ TRADOC and to installations, service schools, activities, and assigned miscellaneous units.
- 2. Reference.** TRADOC Reg 10-5 (Headquarters, United States Army Training and Doctrine Command) is a required publication.
- 3. Office symbols.** HQ TRADOC office symbols are established as follows, consistent with the organizational structure shown in TRADOC Reg 10-5:
- a. Office symbols are limited to not more than seven letters. Hyphens will be placed between the fourth and fifth letters.
 - b. The first two letters have been assigned to U.S. Army Training and Doctrine Command by HQDA and are "AT."
 - c. The third and fourth letters represent the Command Group and general and special staff offices.
 - d. After the hyphen, the fifth letter will represent a directorate, a comparable element, or next organizational element below general and special staff level.
 - e. The sixth letter will represent a division, a comparable element, or next lower organizational level.
 - f. The seventh letter will represent a branch, comparable element, or the next lower organizational element.
 - g. The letter "Z" may be used as the fifth letter for the immediate office of the head of a general or special staff

- office. The letter "Z" may be used in conjunction with the letters "A" thru "W" to represent officials in the office.
- h. The letter "X" may be used as the sixth letter for the executive officer of general or special staff offices.
- 4. General guidelines.**
- a. Office symbols for HQ TRADOC are listed in appendix A. Office symbols will not be changed solely because an activity's name has changed.
 - b. Commanders of organizations and units listed in appendix B may further assign office symbols to elements of their respective offices or commands.
 - c. Office symbols for principal installations, field operating activities, service schools, activities, and miscellaneous units are limited to not more than nine letters. Hyphens will be placed between the fourth and fifth letters and the seventh and eighth letters. The first four letters have been assigned. These symbols should be constructed at the local level in a manner similar to the HQ TRADOC construction method.
 - d. Chiefs of general and special staff offices, HQ TRADOC, will send requests for changes to DCSIM, ATTN: ATIM-I. Coordinate all changes in organizational structure with Commander, TRADOC, ATTN: ATIM-I, 102 McNair Dr, Fort Monroe, VA 23651-1047, prior to implementation for assignment or deletion of office symbols. Notify the Mail and Distribution Center (ATZG-BO-PM) of approved office symbol changes so that mail can be properly routed and distributed.

* This pamphlet supersedes TRADOC Pam 25-51, 24 March 1997.

Appendix A HQ TRADOC

| | |
|---|----------|
| Commanding General | ATCG |
| Planning Group | ATCG-P |
| Scientific Advisor | ATCG-S |
| Command Sergeant Major | ATCM |
| Deputy Commanding General 102 McNair Dr Fort Monroe, VA 23651-1047 | ATDC |
| Deputy Commanding General for Combined Arms Center 415 Sherman Ave Fort Leavenworth, KS 66027-2300 | ATDC-C |
| Deputy Commanding General for Initial Entry Training 102 McNair Dr Fort Monroe, VA 23651-1047 | ATDC-I |
| Deputy Commanding General for Combined Arms Support Command 3901 A Ave, Suite 20 Fort Lee, VA 23801-1809 | ATDC-L |
| Deputy Commanding General for Army National Guard 5420 Green Rea Road Charlotte, NC 28226-8034 | ATDC-G |
| Deputy Commanding General for United States Army Reserve, 14 Abington Ave, Ardsley, NY 10502-2012 | ATDC-M |
| Chief of Staff | ATCS |
| Secretary of the General Staff | ATCS-X |
| Small & Disadvantaged Business Utilization | ATCS-B |
| Asst Chief of Staff (USAR) | ATCS-F |
| Asst Chief of Staff (ARNG) | ATCS-G |
| Operations Directorate | ATCS-O |
| Base Realignment and Closure Office | ATCS-OR |
| Congressional Action Branch | ATCS-OC |
| Operations Center Division | ATCS-EOC |
| Protocol | ATCS-P |
| Deputy Chief of Staff for Simulations and Analysis | ATAN |
| Asst Deputy Chief of Staff for Simulations and Analysis | ATAN-ZA |
| Resource Manager | ATAN-ZC |
| Analysis Directorate | ATAN-A |
| Simulations Directorate | ATAN-S |
| OneSAF Directorate | ATAN-O |

| | |
|--|----------|
| Deputy Chief of Staff for Base Operations Support | ATBO |
| Asst Deputy Chief of Staff for Base Operations Support | ATBO-ZA |
| Asst Deputy Chief of Staff for Base Operations Support | ATBO-ZB |
| Mission Support Lab | ATBO-ZC |
| Executive Officer | ATBO-ZX |
| Acquisition Directorate | ATBO-A |
| Adjutant General | ATBO-B |
| Civilian Personnel Directorate | ATBO-C |
| Equal Employment Opportunity Directorate | ATBO-E |
| Morale, Welfare, and Recreation Directorate | ATBO-F |
| Engineer Directorate | ATBO-G |
| Logistics Directorate | ATBO-H |
| Command Provost Marshal | ATBO-J |
| Resource Management Directorate | ATBO-K |
| Strategic Planning Office | ATBO-PZ |
| Safety, Ammunition, Fire Protection, and Environment Directorate | ATBO-S |
| Deputy Chief of Staff for Combat Developments | ATCD-ZA |
| Asst Deputy Chief of Staff for Combat Developments (J) | ATCD-ZB |
| Asst Deputy Chief of Staff for Combat Developments (R) | ATCD-ZC |
| Deputy Asst Deputy Chief of Staff for Combat Developments | ATCD-ZAD |
| Executive Officer | ATCD-ZX |
| Battle Lab Integration, Technology, and Concepts Directorate | ATCD-B |
| Concepts and Scenarios Division | ATCD-BP |
| Requirements Integration Directorate | ATCD-E |
| Advanced Systems Division | ATCD-EA |
| Capability Integration Division | ATCD-EC |
| Joint Warfare Division | ATCD-EJ |
| Models and Simulations Division | ATCD-EM |
| Combat Developments Engineering Division | ATCD-EN |
| Force Design Directorate | ATCD-F |
| Force Development Division | ATCD-FA |
| Structure and Analysis Division | ATCD-FB |
| FDD Operations Office | ATCD-FM |
| Command, Control, Communications, Computers and Intelligence Directorate | ATCD-G |

| | | | |
|--|----------------|--|----------------|
| Command, Control, Communications, and Computers Division | ATCD-GC | Deputy Chief of Staff for Resource Management | ATRM-ZA |
| Intelligence Division | ATCD-GI | Asst Deputy Chief of Staff for Resource Management | ATRM-ZB |
| Space and Information Operations Directorate | ATCD-H | Executive Officer | ATRM-ZX |
| Space Division | ATCD-HS | Administrative Office | ATRM-ZXA |
| Information Operations Division | ATCD-HW | Finance and Accounting Directorate | ATRM-A |
| Joint Venture Directorate | ATCD-J | MACOM Accountant | ATRM-AB |
| Combat Arms Directorate | ATCD-M | Accounting Services Division | ATRM-AS |
| Fire Support and Air Defense Division | ATCD-MD | Technical Support Service Team | ATRM-AT |
| Heavy Forces Division | ATCD-MH | Budget Directorate | ATRM-B |
| Light Forces Division | ATCD-ML | Budget Analysis Division | ATRM-BA |
| TRADOC Program Integration Office-Combat Identification | ATCD-Q | Control Division | ATRM-BC |
| Program Management and Services Directorate | ATCD-R | HQ Activities Division | ATRM-BH |
| Resources and Services Division | ATCD-RM | Installation Analysis Division | ATRM-BI |
| Policy and Operations Division | ATCD-RP | Manpower and Force Analysis Directorate | ATRM-F |
| OPTEC (TECO) | ATCD-RO | Force Accounting and Systems Division | ATRM-FA |
| Combat Service Support Directorate | ATCD-S | Installation Resource Analysis Division | ATRM-FI |
| Logistics Division | ATCD-SL | TRADOC Manpower Activity | ATRM-FT |
| Soldier Support and Nuclear, Biological, Chemical Division | ATCD-SN | Management Directorate | ATRM-M |
| Deputy Chief of Staff for Doctrine | ATDO-ZA | Planning, Analysis, and Evaluation Directorate | ATRM-P |
| Asst DCS for Doctrine | ATDO-ZAD | Deputy Chief of Staff for Training | ATTG-ZA |
| Executive Officer | ATDO-ZX | Asst Deputy Chief of Staff for Training (East) | ATTG-ZC |
| Joint Army Doctrine Directorate | ATDO-A | Deputy ADCST | ATTG-ZX |
| Program, Management, and Operations Directorate | ATDO-D | Executive Officer | ATTG-ZXE |
| Future Battle Directorate | ATDO-F | Secretary of the General Staff | ATTG-ZXS |
| International Army Programs Directorate | ATDO-Y | Administrative Office | ATTG-ZXA |
| Liaison Support | ATDO-YF | Information Systems Office | ATTG-ZXI |
| Multilateral/LatAm/Pacific/Israel Division | ATDO-YL | Army Experiment 5 Project Office | ATTG-A |
| North Atlantic Division | ATDO-YN | Training Developments and Analysis Directorate | ATTG-C |
| Air Land Sea Application Center | ATDO-ALSA | Operations and Support Division | ATTG-CB |
| Wargaming Directorate | ATDO-W | Battle Focused Training Division | ATTG-CT |
| Deputy Chief of Staff for Information Management | ATIM | Training Development Management Division | ATTG-CD |
| Asst Deputy Chief of Staff for Information Management | ATIM-ZA | Futures Training Division | ATTG-CF |
| Budget, Administration and Support Directorate | ATIM-A | Research and Analysis Division | ATTG-CR |
| Technology and Analysis Directorate | ATIM-F | TRADOC Coordinating Element | ATTG-E |
| Systems Integration Directorate | ATIM-I | Individual Training Directorate | ATTG-I |
| Field Services Support Directorate | ATIM-S | Aviation Division | ATTG-IA |
| | | Education and Training Support Division | ATTG-IE |
| | | Leader Development Division | ATTG-IL |
| | | Training Division | ATTG-IT |
| | | Interservice Training Office | ATTG-ITR |

| | |
|---|----------------|
| Training Operations Management Activity | ATTG-M |
| Program Management Directorate | ATTG-R |
| Security Assistance Training Directorate .. | ATTG-S |
| Collective Training Directorate | ATTG-U |
| Combat Training Centers Division | ATTG-UC |
| Joint/Multinational Division | ATTG-UJ |
| Training Operations Division | ATTG-UT |
| Deputy Chief of Staff for Intelligence | ATIN-ZA |
| Asst Deputy Chief of Staff for Intelligence | ATIN-ZAD |
| Administration Office | ATIN-ZAA |
| Intelligence Directorate | ATIN-I |
| Threat Support Directorate (Fort Leavenworth) | ATIN-L |
| Scenarios and Studies Division | ATIN-LS |
| Training Division | ATIN-LT |
| Opposing Force Directorate | ATIN-O |
| Security Directorate | ATIN-S |
| Disclosure Office | ATIN-SD |
| Security Office | ATIN-SE |
| Special Security Office | ATIN-SS |
| Staff Weather Office | ATIN-W |
| National Security Agency Representative | ATIN-NSA |
| Deputy Chief of Staff for Recruiting | ATRE-ZA |
| Asst DCS for Recruiting | ATRE-ZB |
| Executive Officer | ATRE-ZX |
| Resource Management and Services Directorate | ATRE-M |
| Program Analysis Directorate | ATRE-P |
| Operations and Plans Directorate | ATRE-O |
| Chief of Public Affairs | ATPA |
| Command Information and Products Branch | ATPA-CI |
| Policy, Plans and Management Branch | ATPA-P |
| Public Communications Branch | ATPA-PC |

| | |
|---|-------------|
| Inspector General | ATIG |
| Surgeon | ATMD |
| Chaplain | ATCH |
| Office, Internal Review and Audit Compliance | ATIR |
| Staff Judge Advocate | ATJA |
| Military History Office | ATMH |
| U.S. Army Cadet Command | ATCC |
| Commanding General | ATCC-ZA |
| Deputy Commanding General | ATTC-ZD |
| Chief of Staff | ATCC-ZB |
| Command Sergeant Major | ATCC-ZS |
| Asst Chief of Staff (USAR) | ATCC-AR |
| Asst Chief of Staff (NG) | ATCC-NG |
| Headquarters, Headquarters Company | ATCC-C |
| Command Historian | ATCC-H |
| Inspector General | ATCC-IG |
| Command Judge Advocate | ATCC-JA |
| Operations and Evaluation Directorate | ATCC-O |
| Command Surgeon | ATCC-S |
| Chief Nurse | ATCC-N |
| Information Management Office | ATCC-IMO |
| Marketing and Public Affairs Directorate .. | ATCC-M |
| Personnel and Administration Directorate .. | ATCC-P |
| Resource Management Directorate | ATCC-R |
| Training Directorate | ATCC-T |
| JROTC Directorate | ATCC-JR |
| School of Cadet Command | ATCC-SC |

Headquarters, ROTC Regions

| | |
|-------------------------------|------|
| U.S. Army First Region | ATOA |
| U.S. Army Second Region | ATOB |
| U.S. Army Fourth Region | ATOD |

Appendix B

TRADOC Installations and Activities

Installations

| | |
|--|---------|
| U.S. Army Infantry Center and Fort Benning | ATZB |
| U.S. Army Air Defense Artillery Center and Fort Bliss | ATZC |
| Carlisle Barracks | ATZE |
| U.S. Army Transportation Center and Fort Eustis | ATZF |
| Fort Story | ATZF-FS |
| Fort Monroe | ATZG |
| U.S. Army Signal Center and Fort Gordon | ATZH |
| U.S. Army Training Center and Fort Jackson | ATZJ |
| U.S. Army Armor Center and Fort Knox | ATZK |
| U.S. Army Combined Arms Center and Fort Leavenworth | ATZL |
| U.S. Army Combined Arms Support Command and Fort Lee | ATZM |
| U.S. Army Chemical and Military Police Centers and Fort McClellan | ATZN |
| Defense Language Institute, Foreign Language Center and Presidio of Monterey | ATZP |
| U.S. Army Aviation Center and Fort Rucker | ATZQ |
| U.S. Army Field Artillery Center and Fort Sill | ATZR |
| U. S. Army Intelligence Center and Fort Huachuca | ATZS |
| U.S. Army Engineer Center and Fort Leonard Wood | ATZT |

TRADOC Service Schools

| | |
|--|---------|
| U.S. Army Air Defense Artillery School | ATSA |
| U.S. Army Armor School | ATSB |
| U.S. Army Chaplain Center and School | ATSC |
| U.S. Army Engineer School | ATSE |
| U.S. Army Field Artillery School | ATSF |
| U.S. Army Soldier Support Institute | ATSG |
| U.S. Army Element School of Music | ATSG-SM |
| U.S. Army Infantry School | ATSH |
| U.S. Army Management Staff College | ATSI |
| U.S. Army Ordnance Missile & Munitions Center and School | ATSK |
| U.S. Army Ordnance Center and School | ATSL |
| U.S. Army Quartermaster Center and School | ATSM |

| | |
|---|---------|
| U.S. Army Transportation School | ATSP |
| Mobilization Deployment Planning Course (MDPC) | ATSP |
| U.S. Army Aviation Logistics School | ATSQ |
| U.S. Army Sergeants Major Academy | ATSS |
| U.S. Army Logistics Management College | ATSZ |
| Defense Language Institute, Foreign Language Center | ATFL |
| U.S. Army Command and General Staff College | ATZL-SW |
| U.S. Army Intelligence Center and Fort Huachuca | ATZS |

TRADOC Activities

| | |
|---|----------|
| U.S. Army Aeronautical Services Agency | ATAS |
| U.S. Army TRADOC Contracting Activity (Fort Eustis) | ATCA |
| U.S. Army Security Assistance Training Field Activity (SATFA) (Fort Monroe) | ATFA |
| U.S. Army Training Support Center (ATSC) (Fort Eustis) | ATIC |
| U.S. Army Nuclear and Chemical Agency | ATNA |
| U.S. Army TRADOC Manpower Activity (TMA) | ATRM-FT |
| TRADOC Analysis Command (TRAC) (Fort Leavenworth) | ATRC |
| National Training Center Operations Group (Fort Irwin) | ATXY-COG |
| U.S. Disciplinary Barracks (Fort Leavenworth) | ATZL-DB |

TRADOC Liaison Officers to Other Commands and Activities

| | |
|---|-------------|
| TRADOC LO to ROK Army | ATDO-YF-KA |
| United Nations Command/Combined Forces Command/U.S. Forces Korea/ Eighth US Army | ATDO-YF-ROK |
| U.S. Army, Europe and Seventh Army (USAREUR) | ATDO-YF-EUR |
| U.S. Southern Command/ U.S. Army South | ATDO-YF-SO |
| U.S. Pacific Command (USPACOM)/ U.S. Army Pacific (USARPAC) | ATDO-YF-PAC |
| U.S. Marine Corps Combat Developments Command (MCCDC) | ATDO-YF-CDC |
| Canadian National Defense HQ (DLPR) .. | ATDO-YF-LPR |
| French War College (FWC) | ATDO-YF-FWC |
| French Armor School (Saumur) | ATDO-YF-FAR |
| French Army Staff College (Paris) | ATDO-YF-FSC |
| French Artillery School (Draguignan) | ATDO-YF-FFA |

French Aviation School (LeLuc) ATDO-YF-FAV
 French Engineer School (Angers) ATDO-YF-FEN
 French Signal School (Rennes) ATDO-YF-FSI
 French Infantry School (Montpellier) ATDO-YF-FIN
 German Army Office (Heeresamt) ATDO-YF-GAO
 CASCOM LO to German Army
 (Cologne) ATDO-YF-GSS
 German Aviation School (Bueckeburg) . ATDO-YF-GAV
 German Artillery School
 (Idar-Oberstein) ATDO-YF-GFA
 German NBC/Engineer Schools
 (Sonthofen) ATDO-YF-GEN
 German Armor School (Munster) ATDO-YF-GAR
 German Infantry School
 (Hammelburg) ATDO-YF-GIN
 Israeli Defense Forces ATDO-YF-IDF
 Italian Army HQ (Rome) ATDO-YF-IHQ
 Japan Ground Self-Defense Force
 Staff College ATDO-YF-JSC
 Japan Ground Self-Defense Force
 and USARJ ATDO-YF-JDF
 Spanish Army HQ (Madrid) ATDO-YF-SHQ
 Turkish Land Forces Doctrine and
 Training Command ATDO-YF-TDT
 United Kingdom Doctrine and
 Training Command ATDO-YF-BDT
 British Army Staff College ATDO-YF-BSC
 CASCOM LO to UK ATDO-YF-BSS
 UK Combined Arms Training Center ATDO-YF-BTC
 Combat Developments LO ATDO-YF-BCD

**TRADOC Advisory Groups
 at Other Commands and Activities**

U. S. Army Representative, Combined Services
 Support Program School - Atlantic,
 Fort Story, VA 23459 ATTG-CA
 U.S. Army Representative, Combined Services
 Support Program - Pacific,
 Alameda, CA 94501 ATTG-CP
 U.S. Army Representative, USMC Combat
 Development Command,
 Quantico, VA 22134 ATTG-MC
 Chief, U.S. Army Advisory Group,
 USAF Air University,
 Maxwell AFB, IL 36112 ATTG-AU
 Chief, U.S. Army Advisory Group,
 U.S. Naval War College,
 Newport, RI 02840 ATTG-NWC

Chief, U.S. Army Advisory Group,
 USAF Institute of Technology,
 Wright Patterson AFB, OH 45433 ATTG-IT
 U.S. Army Representative, Naval
 Postgraduate School, 1 University Circle,
 Monterey, CA 93943-5000 ATTG-NPG

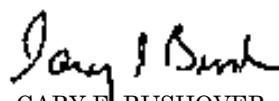
Allied Officers to HQ TRADOC

Australian ATDO-YF-AS
 Brazilian ATDO-YF-BR
 Canadian ATDO-YF-CA
 French ATDO-YF-FR
 German ATDO-YF-GE
 Israeli ATDO-YF-IS
 Italian ATDO-YF-IT
 Japanese ATDO-YF-JA
 Korean ATDO-YF-KO
 United Kingdom ATDO-YF-UK
 United States Marine Corps ATDO-YF-MC
 Netherlands ATDO-YF-NL
 Spain ATDO-YF-SP
 Turkish ATDO-YF-TU
 Research Coordinator, U.S. Army
 Research Institute PERI-ZM

FOR THE COMMANDER:

OFFICIAL:

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 Major General, GS
 Chief of Staff



GARY E. BUSHOVER
 Colonel, GS
 Deputy Chief of Staff
 for Information Management

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